

**RECORDS RETENTION SCHEDULE**

STD. 73 (REV. 2-96 ) (REVERSE)

**INSTRUCTIONS**

The Office of Information Services of the Department of General Services will review schedules for appropriateness of retention periods. The Director, State Archives and Museum in the Office of the Secretary of State will review for material worthy of preservation for historical or research purposes. Titles, descriptions and treatment of records listed on the schedule must be clear to persons unfamiliar with the business of the agency or the purpose of the records. For additional information about scheduling records refer to the Records Retention Handbook and Records Retention Schedule Guidelines available from the Office of Information Services.

First, enter a brief mission statement on the first page of the records retention schedule. This statement should describe the goals of your program.

1. Self-explanatory.
2. Each agency should establish its own system of numbering schedules. Enter this number on each page.
3. Enter date schedule is prepared.
4. Enter page number and total pages.
5. Leave this space blank until your copy is returned from General Services. Then enter the approval number from the STD. 72, Request for Approval.
6. Item numbers must be sequential and begin with number 1 on the first page.
7. Enter cubic feet of records (office and departmental) contained in each item (round off to nearest cubic foot). Small volume items may be grouped together and totaled.
8. This column is used by the Director, State Archives and Museum to designate records which may have historical value. If the notation "TRANSFER TO ARCHIVES" appears in this column, the Director must be notified before the records can be destroyed (S.A.M. Section 1673.1).
9. Exact title of the records series must be entered here. The same title must also be used on a Records Transfer List if these records are sent to State Records Center for inactive storage. **DO NOT DELETE** records for a discontinued program until all such records (including any stored at a Records Center) have been destroyed or ownership transferred to another agency. An informal title may be shown in parentheses following the formal title if this is more familiar to the people working with the record, such as, "Licensee Investigation Files (Flag Files)". A description must be included if the title is not sufficiently descriptive to explain the contents to someone unfamiliar with the records. An acronym must be spelled out in full the first time it is identified on the schedule.
10. Enter the appropriate code for this type of record: P--paper (except computer printout); C--computer printout; M--magnetic or electronic (computer tapes or disks, or word processing disks); D--Diaz (working copy) microfilm or microfiche; S--silver (master copy) microfilm or microfiche; F--floppy disk; O--optical disk. A listing for records received in one media and converted to another media, must include a retention period for each media.
11. Enter an "X" if this listing is vital (essential) to agency operations. An "X" indicates that some special method of protection from loss is required, such as vault storage of master silver microfilm. The special method of protection must be noted under Remarks.
12. Enter the length of time records will be retained in the office. For records such as active license files or active tax accounts, enter the word "Active" in column 12. Then enter the length of time (if any) the records will be held in office space when they are no longer active. Column 17 must state the event which terminates the active life of the records. Indeterminate statements (such as, "indefinite" or "continuous") may not be used.
13. Records removed from office space and retained in less expensive space (such as a basement or other storage area) are considered to be in departmental storage.
14. Records should be stored in the State Records Center when they meet the eligibility test of Section 1681 of the State Administrative Manual. The number of years records will remain in the Records Center must be entered in Column 14.
15. Enter the total number of years from Columns 12, 13, and 14. Include the active period, if any.
16.
  - a. Enter an "X" if the record is exempt from disclosure under provisions of the Public Records Act. (Records so identified **MUST SHOW AUTHORITY** for such exemption in Column 17.)
  - b. When the record is exempt from disclosure, but the data subject is allowed access under provisions of the Information Practices Act, enter an "I". (Also, see Item 17 below.)
17. Enter any information which will explain or clarify treatment of the records, such as: citations from the Public Records Act (Government Code Section 6250 et seq.), Information Practices Act (Civil Code Section 1798 et seq.) or any other State or federal statutes, the State Administrative Manual, State or federal audit guidelines, Attorney General's instructions, or agency policy statements, etc. Other helpful information includes, but is not limited to:
  - a. Events that trigger purging, updating or transferring records, or that terminate active status.
  - b. Cross references to previous retention schedules under which material is stored at a Records Center, such as "See superseded Schedule 58, Item 166, Approval #88-200."
  - c. Type of destruction required when the records have reached the end of the retention period (such as, confidential witnessed destruction).
  - d. Authority that identifies the retention period of a record.
  - e. Authority that exempts disclosure of information to the public.

**Prepare three copies of the schedule. Attach to three copies of STD. 72, Request for Approval of Records Retention Schedule, and send all three sets to the Office of Information Services in the Department of General Services. Retain an extra set until an approved set is returned by General Services.**